

TOWN OF WENHAM  
Board of Selectmen  
Meeting of Tuesday, July 15, 2014  
Town Hall, 138 Main Street

Pursuant to the Open Meeting Law, M.G.L. Chapter 30 A, § 18-25, written notice posted by the Town Clerk delivered to all Board members, a meeting of the Board of Selectmen was held on JULY 15, 2014 at 7 PM in the Selectmen Chambers.

**WELCOME AND OVERVIEW OF THE AGENDA**

With a quorum present, Chairman Wilhelm called the meeting to order at 7:01 PM

Selectmen Present: Jack Wilhelm, Chair; Catherine Harrison, Vice Chair; Ken Whittaker, Clerk

Also Present: Mark Andrews, Town Administrator; Catherine Tinsley, Minutes Secretary

Abbreviations used

BOS Board of Selectmen

FY Fiscal Year

Public Information

Agenda

Minutes - June 5, 2014; June 27, 2014; July 1, 2014

Announcements

Library Salary Chart

Letter: Town of Hamilton re: ECO Capital Inventory

Appointments

**PUBLIC INPUT**

Ken Whittaker, Enon Road, gave a brief statement regarding what he considered an important item that was not put on the meeting agenda at his request. To avoid violating the Open Meeting Law, he reasoned that speaking under Public Input as a citizen, would avoid such a violation. He reviewed that the Board of Selectman Chair received a letter from the Department of Housing and Community Development on June 16, 2014 asking for comments regarding the “friendly” 40B project on Maple Street project. There was a 30-day deadline to submit a response, but Mr. Whittaker alleged the Chairman did not seek additional comments from the other Selectmen until the deadline approached and he was questioned on the response by Mr. Whittaker. When Mr. Whittaker read the response, he felt it was bias and negative towards the project and did not represent the views of the Board or the Town of Wenham. Mr. Whittaker went on to say that he attended the official site visit on Monday and spoke with the attending representatives of the Department of Housing and Community Development telling them there is support in the community for the project and asked for an extension to submit comments and was granted additional time to have open discussion.

Lisa Terranova, Maple Street, spoke in response to Mr. Whittaker’s statements saying that she received a copy of the letter requesting comments regarding the proposed Maple Street project weeks before the due date, made available at the Affordable Housing Trust meeting.

She did not agree with the accusations made by Mr. Whittaker regarding the lack of openness suggesting there was no transparency or discussion by the Board of Selectmen regarding the proposed Maple Street project. Ms. Terranova went on to voice her displeasure with the meeting the BOS held regarding the William Fairfield open space lots that maybe issued building permits, stating Maple Street residents were not given the same courtesy of a meeting to understand what was going on or how the town could support the residents of Maple Street.

**ANNOUNCEMENTS**

1. Appointment Openings – Those interested should contract the Town Administrator’s office.
  - a. Cemetery Commission
  - b. Historic District Commission
  - c. Iron rail Commission

- d. MBTA Representative
- e. Associate Members for ZBA
2. There is a mandatory water ban in effect for Wenham; hand watering only from 5 PM to 9 AM
3. The Maple Street paving project is scheduled to start July 28 and will last about two weeks; one lane will remain open
4. The BOS acknowledged a request for the sixth Annual Bike-A-Thon to pass through Wenham on September 7, 2014. *Vote: Mr. Whittaker moved to grant the request and the motion carried unanimously.*

## NEW BUSINESS

FY 2014 Yearend Transfers: Total all transfers: \$68,872

David Genereux, Baystate Municipal Accounting Group was present to review the end of year transfers for the closure of FY 2014. The transfers have been vetted and approved by the Finance Committee.

1. Treasurer \$1523
2. Town Hall \$ 17726
3. Street lights \$1000
4. Refuse \$1000
5. Town clock \$250
6. Long term debt interest \$113
7. Medicare \$216
8. Snow/ice- \$47,044

*Vote: Mr. Wilhelm moved, and it was seconded, to approve transfers of appropriations totaling \$68,872 for FY14 ending June 30, 2014 as provided for under MGL and applicable regulations. The motion carried unanimously.*

Mr. Genereux gave a final comment regarding the FY 14 close:

- The Treasurer's cash is fully reconciled through June 30, 2014
- The Accounting will be reconciled tomorrow
- Auditors have completed the field testing - without issue
- The FY 14 Audit should be completed by the end of the month

## Hamilton -Wenham Fixed Asset Ownership Payment issue

Mr. Wilhelm reviewed that Wenham left the Regional Emergency Center shared jointly with Hamilton a year ago. Hamilton has since invoiced the Town of Wenham for employee pension and healthcare expenses; Wenham is making monthly payments on this balance. The equipment at the Emergency Center was jointly owned and Wenham may be owed compensation for the equipment with residual value.

The BOS discussed sending a request to the Town of Hamilton requesting a fixed asset ledger "of an inventory of the capital equipment, the date it was purchased, the cost, and the under appreciated value as of July 1, 2013. Selectman Whittaker initiated a discussion of why the Town is doing this now and suggested Wenham does a separate inventory.

Mr. Andrews said there have been meetings to discuss identifying and placing a value on the assets. He recommended the BOS negotiate regarding the current assets with Hamilton, noting even if the value is zero, there is a record of the assets on file.

The value would be based on standard general accounting principals.

*Vote: Ms. Harrison moved, and it was seconded, to approve sending the letter in the packet to the Town of Hamilton requesting the information referenced in the letter (regarding the ECO equipment) within the next 30 days. The motion carried unanimously.*

## Appointments

1. Alternate Electrical Inspector – This person backs up the Electrical Inspector in the event the Electrical Inspector is unavailable.

*Vote: Ms. Harrison moved, and it was seconded, to appoint Mark Unger to position of Alternate Electrical Inspector for a term ending June 30, 2015. The motion carried unanimously.*

2. Building Committee - Information was solicited and received from the Chairman John Darling, that all the past members were interested in being reappointed for one more year to complete the committee's charge.

*Vote: Ms. Harrison moved, and it was seconded, to reappoint the following members to the Building Committee For a one- year term to June 30, 2015: John Darling, Don Bannon, John Clemenzi, Harriet Davis, James Howard, Judy LeBlanc, William Nichols, Tom Perkins, and Mark Andrews.*

*Under discussion it was estimated that \$24,000 is in the account for landscaping. Mr. Wilhelm noted that he had reservations last year about reappointing this committee and reiterated that there has been a commitment on the part of the chairman to wrap up the duties and obligations of the Building Committee inn the ensuing year and the BOS are not expected to reappoint this committee next year. The motion carried unanimously.*

### 3. Historic District Commission

*Vote: Ms. Harrison moved, and it was seconded, to appoint Mary Wood to the Historic District Commission for a three-year term ending June 30, 2017. The motion carried unanimously.*

### Library Update

Selectman Whittaker requested a discussion regarding the salary increase for library staff be on the agenda. Mr. Whittaker clarified his comments stating that this is not about the Town of Hamilton participating, but why the Town of Wenham has not followed through with paying the employees the wages as approved in the budget.

Mr. Genereux was asked to participate in the discussion. He reviewed that Wenham is the lead town for the joint library. He further explained Hamilton's share of the library is revenue not tied to the budget. The town meeting vote only approves the appropriation; the town is not required to give the raises and there is no language that ties the raises to any action by the Town of Hamilton.

Mr. Whittaker said Wenham's contribution is about \$6,300. He proposed to increase the salaries of the library staff to reflect Wenham's portion of the raise and this be further addressed for FY15 budget process.

Ms. Harrison said that it was clear during FY 15 budget discussions that Hamilton and Wenham did not agree on the number and how the raises would be incorporated into the budget. She went on to talk about the working group for the library when it was discussed a way to move forward which achieved the objective to give the employees a raise with a step system. Hamilton has requested Wenham wait until their salary study is complete before going forward; this information is expected to be completed in the first half of the fiscal year.

Library Director Jan Dempsey was present and participated in the discussion. She said no step system has been approved by either town. Ms. Harrison referenced a chart put together by Justin Cole, saying she was under the impression this was seen and accepted.

The library staff received their raise increases but no wage and classification system. A wage and classification system is anticipated to be provided upon the completion of the Town of Hamilton's salary study.

Mr. Whittaker suggested the BOS agree with the concept and honor the increase at this time.

Ms. Harrison said she needed additional information and a clear update to make a decision.

Chairman Wilhelm reiterated a budget voted at Town Meeting does not have to be spent, he was uncomfortable doing something differently than Hamilton in a joint program, and that he has spoken with the Chair of Hamilton BOS, who was going to speak with the Town Manager. It was noted the employee's raises would be paid retroactive to July 1, 2014.

Margaret Whittaker, Library Trustee, addressed the BOS supporting Wenham pay it's share of the salary increase.

Mr. Whittaker respectfully requested if there is no response from Hamilton that the Wenham BOS revisit this issue

Mr. Wilhelm noted that the salary could change with Hamilton's study results and that no action be taken at this time, citing the two towns have other municipal agreements.

Ms. Harrison recommended that one document of the working group be released to both town's as a summary updated of that meeting.

### **REPORTS**

Town Administrator: Mr. Andrews recommended that Aleah Gates be hired at 19.5 hours a week, as the Administrative Assistant to the Highway Department. Ms. Gates also covers other various offices as needed.

*Vote: Ms. Harrison moved, and it was seconded, to hire Aleah Gates as permanent part time (19.5 hours) a week as Highway /Buildings / Grounds Assistant. The motion carried unanimously.*

The Finance Director/ Accountant, Angel Wills signed her contract. The contract was provided for the BOS to sign at the end of the meeting.

APPROVED 9.2.14

Chair - Mr. Wilhelm reviewed that a special meeting of the BOS was held to discuss the number of building lots permitted on lots 4 & 5 of William Fairfield Drive.

The perpetuity filed limited the no building restriction to thirty years and the owner has filed for a building permit. By majority vote, the residents caucused and agreed to move forward based on a compromise of the one house between the two lots.

Selectmen - New Appointment Recording Process; deferred to the next meeting.

**MINUTES** - June 5, 2014; June 27, 2014; July 1, 2014

*Vote: Mr. Whittaker moved to accept the minutes of June 5, 2014 and it was unanimous to do so.*

*Vote: Mr. Whittaker moved to accept the minutes of June 27, 2014 and it was unanimous to do so.*

*Vote: Mr. Whittaker moved to accept the minutes of July 1, 2014 and it was unanimous to do so.*

**ADJOURNMENT** - The BOS unanimously adjourned at 8:10 PM

Respectfully submitted by

Catherine Tinsley

8.4.14